

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director



Commission
William A. Varkas
Henry R. Bourgeois
Joan Flurey
William F. Houghton Jr.
Robert R. Rivard

CITY OF MANCHESTER

Highway Department

LEGAL NOTICE

REQUEST FOR PROPOSALS, DESIGN AND CONSTRUCTION RELATED SERVICES NEW PUBLIC WORKS FACILITY FY09 – 500 – 61

The City of Manchester, New Hampshire, through its' Department of Highways, is seeking Proposals for design and construction related services associated with construction of a new Public Works Facility. The main purpose of this project is to completely rehabilitate the existing site, while constructing a new energy efficient facility to serve the needs of the Department.

The successful firm will be expected to perform a thorough evaluation of the existing programs and the current space utilization and to develop a plan which accomplishes the purpose. The current site is ~5.3 acres in area and serves as the base of operations for over 200 employees and more than 150 pieces of equipment.

The design team will be required to work in conjunction with Department representatives in order to fully define the program and corresponding layout for the improvements. There will be a focus on sustainability, energy efficiency and incorporation of renewable energy sources. The successful team will be required to bring forth for consideration the latest design approaches and functionality to the facilities and equipment supporting the operations serving the residents of Manchester, NH.

Firms considered for selection must have demonstrated experience designing and constructing public works facilities of similar size. In addition, demonstrated experience incorporating the latest advancements in energy efficiency and renewable resources will be a major factor.

Interested parties may find more information on the project, including a comprehensive "Request For Proposals" on the City's website at:

<http://www.manchesternh.gov/website/Departments/Purchasing/BidOpportunitiesandResults/tabid/952/Default.aspx>

Proposals are to be delivered, no later than 3:00 PM, February 17, 2009 at the Highway Department.

Kevin A. Sheppard, P.E., Director
City of Manchester
Department of Highways
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Manchester, NH 03103

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REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES ASSOCIATED WITH CONSTRUCTION OF A NEW PUBLIC WORKS FACILITY

The City of Manchester, New Hampshire, through its' Department of Highways, is seeking proposals for design and construction administration related services associated with construction of a new Public Works Facility. The main purpose of this project is to completely rehabilitate the existing site, while constructing a new energy efficient facility to serve the needs of the Department. Contemplated within this plan will be the inclusion of all general fund operations and Divisions to include Highway, Traffic, and the Facilities Division.

The successful firm will be expected to perform a thorough evaluation of the existing programs and the current space utilization and to develop a plan which accomplishes the purpose. Firms considered for selection must have demonstrated experience designing and constructing public works facilities of similar size. In addition, demonstrated experience incorporating the latest advancements in energy efficiency and renewable resources will be a major factor.

The design team will be required to work in conjunction with Department representatives in order to fully define the program and corresponding layout for the improvements. There will be a focus on sustainability, energy efficiency and incorporation of renewable energy sources. The successful team will be required to bring forth for consideration the latest design approaches and functionality to the facilities and equipment supporting the operations serving the residents of Manchester, NH.

The design team's work will include but not necessarily be limited to the following:

- Extensive preliminary field investigation including interviews
- Extensive interviews with parties to develop program requirements
- Field detail surveys
- Review with authorities, as required
- Design engineering including space program
- Develop equipment lists and requirements
- Develop detailed time line
- Permit acquisition
- Prepare alternates and allowances
- Construction cost estimates
- Final contract drawings and bidding documents
- Refer to details below and attached

General Project Information and Scope

Personnel

The Department employs approximately 215 personnel which will work out of the facility. They are organized into the following groups: Administration, Engineering, Equipment Maintenance, Sewer, Recycling, Refuse, Street Maintenance, Street Construction, Facilities Maintenance, Facilities Construction, Communications, and Traffic. An organizational chart will be provided.

Services

The City of Manchester Department of Highways provides all services associated with roads, bridges, wastewater, refuse collection, traffic controls, and City buildings. This includes but is not limited to the following:

- 400 Miles of Streets
- 151 Signalized Intersections
- 347 Miles of Sewer Pipe
- 178 Miles of Drainage Pipe
- 13,889 Catch Basins
- 13,325 Manholes
- 8,851 Streetlights
- 3,000,000 sf of Public Buildings

Equipment

There are over 150 pieces of equipment utilized in the prosecution of the work, which are all housed and maintained at the facility. A list of this equipment will be provided.

Facilities

The current Highway Department consists of 4 buildings on one parcel with the Facilities Division on a separate parcel. These operations are to be combined onto the existing parcel surrounded by the following streets: Maple, Valley, Lincoln, and Hayward. The parcel is approximately 5.3 acres in area. The intention of the project is to completely rehabilitate the site. Adaptive re-use of existing features/assets may be considered as part of the plan.

Existing Documentation

The Department has undertaken preliminary studies and has conducted a needs assessment. The results of this study indicate that the existing site is adequate for the intended purpose. The "Needs Assessment" portion of the study documents existing conditions, work spaces and utilization. The study also speaks to site, maintenance, parking, garage, office, and other headcount and workspace related needs. It is our intention to utilize the study in the prosecution of the design, however all areas

of programming are to be revisited and any results or assumptions verified. A copy of this study will be made available. Other information may be made available for review at the Department.

Project Scope

The project will consist of construction of a new garage area, complete with modern supporting equipment and apparatus. The garage will have areas for vehicle maintenance as well as some vehicle storage and may include a mezzanine. It is anticipated the garage area will exceed 105,000 square feet. In addition a new administrative office area will be constructed. The office area is envisioned to occupy approximately 30,000 square feet and may be a multi-story facility.

The 'yard' will minimally include areas for parking, vehicle preparation, vehicle washing, and fueling. Included within the scope of the project will be construction of a new salt shed and sand storage area. This is not currently envisioned to be on the 5.3 acre parcel but in the general area.

Project Criteria

All new construction associated with the project will incorporate the latest advancements in energy efficiency and renewable resources while maintaining low life cycle costs.

The project is to be undertaken with the goals of reducing current energy consumption, improving air quality and proper environmental management.

The project is intended be the first LEED certified government building in the City of Manchester.

Some of the aspects anticipated to be incorporated and/or considered are:

- Daylight harvesting
- Rainwater collection and re-use
- In-slab heating
- Heat recovery systems and high efficiency boilers
- Photovoltaic roofs
- Geothermal technology
- Any other energy and water conservation elements

Project Timeframe and Delivery Method

Initial timeframe for design, from contract award, is anticipated to be three months. The successful consultant must have the resources available to accomplish complete design within this timeframe. Design time may however, be extended, solely at the discretion of the Department, should mitigating factors become apparent necessitating or allowing such extension.

The preferred method of project delivery is design-bid-build. Project timelines may, however, be modified, necessitating alternative methods.

Consultant Experience

Firms considered for selection must have demonstrated experience designing and constructing public works facilities of similar size. In addition, practice incorporating the latest advancements in energy efficiency and renewable resources will be a major factor.

Consultant Selection

A minimum of three proposals, if available, shall be evaluated and selection made based on demonstrated competence, qualifications and project approach for the services required. Where applicable to a particular project, factors such as the following shall be used in tentatively selecting a firm:

- (a) Specific experience with similar projects.
- (b) Specific experience with earlier phases of the same project.
- (c) Background and experience of staff members who would be assigned to the job.
- (d) Availability.
- (e) Locality of firm.
- (f) Ability to communicate ideas.
- (g) Ability to supply all of the major disciplines necessary to perform the work.
- (h) Qualifications of subcontractors/subconsultants.
- (i) Conceptual design/project approach.
- (j) Accuracy of the firm in estimating time and cost requirements.
- (k) Responsiveness to requirements contained in the RFP.
- (l) Financial capabilities of the firm.

The Department may interview one or more of the proposers in order to clearly understand the proposers' qualifications and the submitted proposal.

Fees for professional services are an important consideration, which must not be taken lightly. However, selection shall be ultimately based on demonstrated competence, qualifications and project approach at a reasonable fee.

The Department may negotiate with one or more responsive firms in order to make a tentative selection. Once a tentative selection has been made, a final scope of services and fee shall be negotiated with the selected firm in order to enter into a contract deemed to be in the best interest of the City.

The City shall prepare a modified AIA contract (B141-1997) for execution, to reflect the scope of services of this Request For Proposals and to memorialize the scope negotiated.

PROPOSAL REQUIREMENTS

Provide eight (8) copies of the following information, bound and tabbed according to the following sections.

- A. Provide a chart showing the parties proposing, their roles/relationships and areas of responsibility. Include the Department of Highways on such chart.
- B. Proposed design team along with all sub-consultants firm credentials, capabilities, project experience. Provide details of skills and design capabilities highlighted in this document as well as experience with alternative forms of project delivery.
- C. Details on the proposed approach to the project including all aspects: programming, design, estimating, project delivery, schedule, etc.
- D. Provide a listing of projects similar to this project, undertaken by the proposer. Include references: name and telephone number of owner and general contractor. Provide project details including: scope of the proposers' direct responsibility, duration/timeframe of project, total project cost.
- E. Names of individuals who will be responsible for the project along with a description of their role credentials, capabilities, past experience and a listing of projects similar to this project. (Include name and telephone number of owner). Highlight the principal who will be responsible for the project along with the project manager.
- F. Provide information relative to the firms' experience and expertise in seeking and obtaining grants (Federal, State, etc.) or other funding mechanisms for similar projects.
- G. Contact information should the City have any questions relative to the proposal.

Please be sure to specifically address the "Selection Criteria", noted above, in one or more of the above sections.

The City reserves the right to accept any proposal, in whole or in part, to achieve the best proposal as determined by the City at its sole discretion.

Proposals are to be delivered, not later than 3:00 PM, February 17, 2009 to:

The Department of Highways
227 Maple St.
Manchester, NH 03103

Additional information may be found by visiting the following web address:

<http://www.manchesternh.gov/website/Departments/Purchasing/BidOpportunitiesandResults/tabid/952/Default.aspx>.

Inquiries may be made to the above address or by contacting Mr. Timothy J. Clougherty, Deputy Public Works Director, at (603)624-6444 or via email at tclougherty@manchesternh.gov.

Proposals will be reviewed and interviews tentatively scheduled for the week following receipt.

Kevin A. Sheppard, P.E.
Director of Public Works